



Elloughton Primary School: Policies, Procedures, Codes & Guidance

Elloughton Primary School Early Years Foundation Stage Learning Journey Policy Spring Term 2017

The Purpose of a Learning Journey

Each child within the Early Years will have their own individual Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us. It will also show children's developmental progress through the different age bands of the EYFS.

"The purpose of the assessment process is to make explicit children's achievements, celebrate their achievements with them, then help them to move forward to the next goal" *Vicky Hutchin.*

"Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support'.

"Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners observing children to understand their level of achievement, interests and learning styles, and to then shape learning experiences for each child reflecting on those observations." *Statutory framework guidance for EYFS.*

Key Principles

The learning Journey for each child will:

- show clear progress of a child throughout the year.
- provide a clear overview of an individual child across all areas of learning.
- be filled with a range of different evidence to support assessments.

Procedures

- Each child will have a key worker allocated to them who will be responsible for the compilation their child's Learning Journey.
- All staff are responsible for completing observations. They should use the observation checklist and use this to inform them of which children to observe.
- Our Learning Journeys will have a range of evidence in them such as; child initiated observations, adult-led observations, photo observations, pieces of work, work done at home, the child's voice (direct quote from the child written in speech marks).



Elloughton Primary School: Policies, Procedures, Codes & Guidance

- We use an online Learning Journey system (Tapestry) allowing staff and parents to access the information from any computer via a personal, password – protected login.
- Staff access allows input of new observations and photos or amendments of existing photos and observations.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos.
- Observations inputted into Tapestry are moderated by the Early Years Leader to ensure consistency.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's learning journey.
- Each key worker is responsible for noting down next steps and following them up in their weekly observation time.
- Observations are written in the past tense.
- Where possible staff will be allocated dedicated time to upload and complete observations.
- Tapestry is not used as a general communication tool between school and home. Parents may contact us through the usual channels for any other day to day matters.

Security

A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

- The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journey.



Elloughton Primary School: Policies, Procedures, Codes & Guidance

Adoption, Approval, Sign Off

| | |
|--------------|-------------------|
| Signed | |
| On behalf of | FGB |
| Date | 27/03/2017 |

Document Control

| | |
|-------------------|-------------------------------------|
| Title of document | EYFS Learning Journey Policy |
| Revision number | 1 |
| Review frequency | 3 year |
| Next review date | Summer term 2019 |
| Type or status | Policy |
| Statutory? | No |
| Notes | |